

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 10/20B

*This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 10/20A for reference.
(Applicants who responded to Vacancy Announcement HCMALL 10/15B do not need to reapply)*

OPEN TO: All Interested Candidates

POSITION: Information Resource Center Director, FSN-9; FP-5 (Steps 1 through 4)*

OPENING DATE: August 26, 2010

CLOSING DATE: September 10, 2010

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$50,043 (Starting salary)
(Position Grade: FP-5 will be confirmed by Washington)

*Ordinarily Resident: US\$13,685 (Starting salary)
(Position Grade: FSN-9)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time Information Resources Center Director position in its Public Affairs Section.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will direct and manage the Information Resource Center (IRC) of the U.S. Consulate General in Ho Chi Minh City; oversee the research, reference and outreach services conducted by the IRC staff; plan and implement the outreach and inreach programs to advance the Mission's public affairs goals; develop and maintain continuing contacts with target audience members from all strata of society; develop American Corners in Ho Chi Minh City and provincial cities.

Please contact the Human Resources Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in information science, library science, political science, international affairs, or American studies is required.
2. At least three years of progressively responsible experience in information research, library science, or related fields. This includes experience in traditional research and reference services, and in the use of emerging technologies and electronic resources.
3. Must have good knowledge of current trends and developments in American and host country information science and technology. Must have knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures.
4. Excellent service orientation to target audience, interpersonal, and cross-cultural skills are required. Must have ability to carry out reference searches and respond rapidly to complex requests, often for breaking news; to work effectively with American and foreign national staffs; to independently plan, organize, and carry out assigned responsibilities.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: SEPTEMBER 10, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews).